DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 22, 2020, 4:00 p.m.

PRESENT:  Jeanne Holihan, Carl Kennebrew,
Margot Merz, Arlinda Vaughn

PRESIDING:  Jeanne Holihan, Vice President

EXECUTIVE DIRECTOR:  Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The Vice President called the meeting to order at 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Vaughn, seconded by Ms. Merz, the minutes of the Board meeting of December 18, 2019 were approved by the Board.

Ayes: All
Nays: None

The January 13, 2020 Facilities meeting of the Board was canceled.
CONSENT AGENDA

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Megan Francis, Information Services Assistant, Vandalia Branch Library, to participate in “Changing the Library World, One Subject Heading at a Time” webinar being sponsored by Northeast Ohio Regional Library System on January 8, 2020. It is further recommended that registration in the amount of $24.00 be reimbursed by the Board.

Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to attend “Americans & the Holocaust Workshop” being held in Washington, DC on January 15, 2020 through January 18, 2020. It is further recommended that ground transportation in an amount not to exceed $65.00, and meals in an amount not to exceed $120.00 be reimbursed by the Board.

Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, to attend “ALA Midwinter 2020” being held in Philadelphia, PA on January 25, 2020 through January 26, 2020. It is further recommended that registration in the amount of $280.00, airfare in an amount not to exceed $410.00, ground transportation in an amount not to exceed $50.00, lodging in an amount not to exceed $690.00, and meals in an amount not to exceed $120.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “Building Equity into the DNA of Your Organization” being held in Nashville, TN on February 25, 2020. It is further recommended that registration in the amount of $195.00, and meals in an amount not to exceed $40.00 be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to attend “Teen Think Tank” being held in Ottawa, OH on February 27, 2020 through February 28, 2020. It is further recommended that mileage in an amount not to exceed $148.35, lodging in an amount not to exceed $150.00, and meals in an amount not to exceed $80.00 be reimbursed by the Board.

Diane Farrell, External Relations and Development Manager, External Relations, Main Library, Tim Kambitsch, Executive Director, Executive Administration, Main Library, and Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to attend “2020 Governor’s Award for the Arts Luncheon” being held in Columbus, OH on March 25, 2020. It is further recommended that registration in the amount of $50.00 each, and mileage in an amount not to exceed $81.07 each be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, and Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to attend “Research Institute for Public Libraries” being held in Chicago, IL on July 12, 2020 through July 15, 2020. It is further recommended that registration in the amount of $1100.00 each, airfare in an amount not to exceed $500.00 each, ground transportation and
parking in an amount not to exceed $104.25 each, and meals in an amount not to exceed $160.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Claudine Bennett, External Relations Manager, full-time, Grade S08, External Relations, Operations Center, effective January 19, 2020 at the rate of $36.0577 per hour.

Angela Brady, Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, effective February 2, 2020 at the rate of $26.9702 per hour.

DECLINED POSITION

Victoria Hix, Information Services Assistant, full-time, Grade 08, Outreach Services, effective January 5, 2019 at the rate of $18.30 per hour.

DISMISSAL

Clarissa Sampson, Security Assistant, full-time, Grade CE4, Security, Operations Center, effective December 16, 2019.

LEAVE WITHOUT PAY

Michael Smith, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective December 15, 2019 for 24 hours for medical reasons.

PROMOTION, CHANGE IN LOCATION

Dorri Hegyi, Assistant Branch Library Manager, full-time, Grade S07, Wilmington-Stroop Branch Library, from Children Services Librarian, full-time, Grade 11, Miamisburg Branch Library, effective January 19, 2020 at the rate of $26.8006 per hour.

REHIRE AS SUBSTITUTE

Melissa Rhoades, Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective January 5, 2020 at the rate of $13.14 per hour.

RESIGNATION

Hannah DeBorde, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective December 16, 2019.
Mariah Johnson, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective July 29, 2019.

Eleora Mantle, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective December 16, 2019.

Melissa Rhoades, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective January 4, 2020.

Deborah Sevitts, Patron Service Assistant, 4/5-time, Grade 05, Kettering-Moraine Branch Library, effective February 15, 2020.

RETIREMENT

Teresa Huntley, Branch Library Manager, full-time, Grade S09, Kettering-Moraine Branch Library, effective January 31, 2020 after more than 39 years of service.

Kathryn Monhollon, Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective January 31, 2020 after more than 30 years of service.

Judy Rodgers, Patron Services Assistant, substitute, Grade Sub05, Northmont Branch Library, effective December 31, 2019 after more than 25 years of services.

TUITION REIMBURSEMENT

The Board approved reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Program Guidelines:

Isaac Fry, Children Services Assistant, Burkhardt Branch Library, for the course “Elementary Spanish II”, Sinclair Community College, 4.0 credit hours, at a cost of $599.12, for a total of $599.12.

Tanela Hicks, Staff Development Assistant, Human Resources, Operations Center, for the course “Master’s Portfolio in Library and Information Science”, Kent State University, 1.0 credit hours, at a cost of $737.00, and the course “Social Informatics”, Kent State University, 3.0 credit hours at a cost of $2,211.00, for a total of $2,948.00.

Caitlin O’Mara, Information Services Assistant, Main Youth Services, Main Library, for the course “Cultural Heritage Seminar”, University of Missouri - Columbia, 3.0 credit hours, at a cost of $1,359.09, and the course “Problems in Information Science & Learning Technologies” University of Missouri - Columbia, 3.0 credit hours at a cost of $1,359.09 for a total of $2,718.18.

Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, for the course “Marketing the Library”, Kent State University, 3.0 credit hours, at a cost of $2,211.00, and the course “Gender and Sexual Identity in Children’s
ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Board approved continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of $15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to $15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for December 2019 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

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<th>Date</th>
<th>Source</th>
<th>Amount</th>
<th>Use in Operations</th>
<th>Investment</th>
<th>Where</th>
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<td>286,048</td>
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<td>Total</td>
<td></td>
<td>1,286,048</td>
<td>286,048</td>
<td>1,000,000</td>
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</tr>
</tbody>
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On a motion by Ms. Merz, seconded by Ms. Vaughn, the December 2019 Financial Report was approved by the Board.

Ayes: All
Nays: None

TUITION REIMBURSEMENT

Prior to 2019, the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from $15,000 to $35,000. In 2018, the Board authorized $30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. In 2019, the Board approved changing from a fixed reimbursement amount to 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.
The Executive Director recommended and on a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board approved reimbursement of 75% of all eligible tuition expenses for calendar year 2020 regardless of the number of employees participating in the program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director shared a report on the Ohio Governor’s Imagination Library initiative.

The Executive Director gave the Trustees and update on Strategic Planning.

Judge Michael Merz, Foundation Director, gave the Trustees an informal report on the Dayton Metro Library Foundation. The focus for 2020 will be to develop the Foundation’s planned giving program.

Dorigen Cowling and Bill Burges, from Burges & Burges shared the results of the most recent patron survey. The results show that patrons are happy with the library and that we are on the right track with the new strategic plan.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Trotwood is on schedule and he is hopeful that we will get its temporary certificate by the end of January. West is in the design development phase and Burkhardt has begun concept design.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be Monday, February 10, 2020, at 4:00 p.m. in the Board Room at the Main Library.

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 19, 2020 at 4:00 p.m. in the Board Room at the Main Library.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(2) to discuss property acquisition.
Ms. Merz made a motion for the Board to enter into Executive Session, Mr. Kennebrew seconded.

A roll call vote was taken as follows:

Ms. Holihan, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:21 p.m. and returned to open session at 5:43 p.m. The Vice President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(2) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Vaughn, the Board adjourned at 5:44 p.m.

Ayes: All
Nays: None